

**CITY OF LAS VEGAS**  
1700 North Grand Avenue  
Las Vegas, New Mexico 87701  
Phone: (505) 454-1401 Fax: (505) 454-8027

# PURCHASE ORDER

**PO Number:** 210718

**Date:** 10/02/2020

**Request #:** 280946

**Vendor #:** 05443

**ISSUED TO:** DIEGO A GRIEGO  
Attn:C/O D.A.G. ENTERPRISES  
258 A MONTEZUMA RT  
LAS VEGAS, NM 87701-

**SHIP TO:** City of Las Vegas  
Attn:Solid Waste Department  
35 Aragon Road  
Las Vegas, NM 87701

**Vendor Fax #:** (505) 425-9516

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	REPAIR FLATS ON RESIDENTIAL TRUCK	45.00		630-0000-610-7408	45.00
2	1	TAX ON SERVICE	13.22		630-0000-610-7408	13.22
3	2	SERVICE CALL	75.00		630-0000-610-7408	112.50
<div>DEPARTMENT ORDER</div>						

**Approved By:**

**Date:**

10/5/2020

<b>SUBTOTAL:</b>	170.72
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	170.72

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

**Finance Dept. (505) 454-1401 FAX (505) 454-8027**

# CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.:

280946

## REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: \_\_\_\_\_

10	2	20
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**PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:**

- |   |  |
|---|--|
| <input type="checkbox"/> \$0 TO \$19,999.99         | Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes; |
| <input type="checkbox"/> \$20,000.00 TO \$59,999.99 | Requires 3 written and signed quotes; (Goods or services)                        |
| <input type="checkbox"/> \$60,000.00 AND OVER       | Formal Process (Requires RFQ, RFP, RFB, etc.)                                    |

☐ BID NO.: \_\_\_\_\_ - \_\_\_\_\_ AWARDED: \_\_\_\_/\_\_\_\_/\_\_\_\_; CONTRACT NO.: \_\_\_\_\_.

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

- ☐ SPD CONTRACT; SPD NO.: \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_.  
☐ EXEMPT PURCHASE; Provide Section No. \_\_\_\_\_.  
☐ GSA CONTRACT; GSA NO.: \_\_\_\_\_ - \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_.  
☐ PROFESSIONAL SERVICES; \_\_\_\_\_  
☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS  
 PRIOR TO PROCURING GOODS AND/OR SERVICES.  
☐ OTHER CITY CONTRACT: NO: \_\_\_\_\_ EXPIRES \_\_\_\_/\_\_\_\_/\_\_\_\_  
☒ EMERGENCY; SECTIONS 13-1-127 STATE PROCUREMENT CODE

**STATEMENT OF NEED:** *(Must Complete)*

Repair flat tire on Res. Truck

\*IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED\*

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

(If needed, attach additional quote documentation to this requisition)

[illegible]

VENDOR: D.A. 6

TOTAL: \$

ADDRESS:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET	\$ 200,000.00
EXPENDED TO DATE	\$ 158,555.17
CURRENT EXPENSE	\$ 170.72
BALANCE	\$ 34,307.83

SIGNATURE OF PERSON REQUESTING

FUND	DEPARTMENT	ACTIVITY
630 - 0000 - 610 - 7408		

APPROVED BY: *[Signature]* 10-5-70 BUDGET AVAILABLE YES: ☒ NO: ☐

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT



STATE OF NEW MEXICO  
EMERGENCY DETERMINATION  
FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of **Agency:** **CITY OF LAS VEGAS**

Agency Chief Procurement Officer: HELEN VIGIL

Telephone Number: 505-426-1106

II. Name of Contractor: D.A.G.

Address of Contractor: P.O. Box 2084

LAS VEGAS, NEW MEXICO 87701

Amount of prospective contract \$170.72

Term of prospective contract: TIRE REPAIR

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: Transport driver came in at 5:00 a.m. and right Side of ~~tire~~ was flat.

truck

MS

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

Driver called Gallegos Tire and Garcia's Tire at 5:00 a.m. no response from either contracted vendor

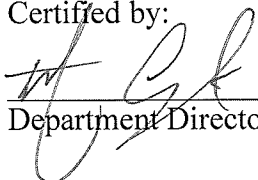
V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Walk arounds are done at the end and beginning of each shift, these are measures beyond our control

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

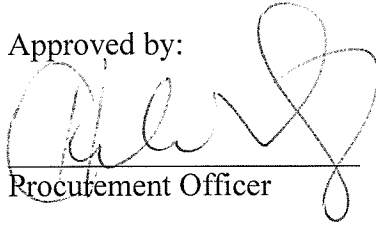
Provide a open P.O. to vendor with a 24 hour on-call (D.A.G.) when this type of situation happens

Certified by:

  
\_\_\_\_\_  
Department Director

Date: 10-2-20

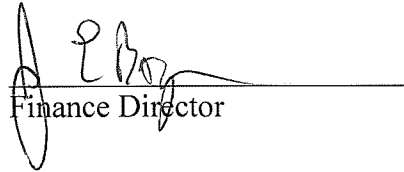
Approved by:



Procurement Officer

Date 10/2/2020

APPROVED



Finance Director

Date 10-5-20



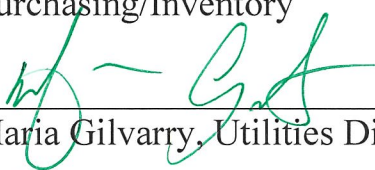
## City of Las Vegas

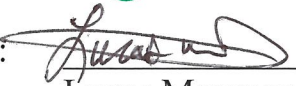
1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

946

To: Helen Vigil,  
Purchasing/Inventory

Thru:   
Maria Gilvarry, Utilities Director

Fr:   
Lucas Marquez, SW Manager

Date: October 2, 2020

RE: Letter of Justification

The Solid Waste residential packer trucker starts their route at 5:00 a.m. In the morning everyday of the week, on 9/28/2020 Michael Blair came in to do his route but his truck had 2 flats, he called the contracted vendors (Gallegos Tire and Garcia's Tire ) but they did not respond, at that time he called Lucas Marquez, SW Manager and was told to call D.A.G. with approval from Maria Gilvarry, Utilities Director.

At this time I am requesting a P.O. to D.A.G. in the amount of \$170.72.

Should you have any further questions or require additional information, Please feel free to contact me at 429-0214.

D.A.G. Enterprises of NM, LLC

P O Box 2084

Las Vegas, NM 87701

Date	Invoice #
9/28/2020	13037

Bill To
City of Las Vegas 1700 N. Grand Avenue Las Vegas NM 87701

P.O. No.	Terms	Project
<del>XXXXXXXXXX</del>		

Item	Description	Hours / Quantity	Rate	Amount
Service Call	Tag #414, Unit: New Front Loader, 12/2016 Peterbilt PB320, VIN: 3BPZL70X4HF174929, Engine: Cummins ISX 12, Engine S/N: 75056173, Body Model:AMHFLP0-21, Body S/N:17107, Hours: 4,665, Mileage: 39,750. Went on service call to repair tire on right front steer axle.	1.5	75.00	112.50T
Repairs	Repair Tire 2017 City	1	45.00 8.396%	45.00T 13.22
<div>OK FOR PAYMENT</div> <div>Department Director _____</div> <div>P.O. # _____</div>				

Thank you for your business.

Tax

<b>Total</b>	\$170.72
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$170.72